

**APPROVED**

## **New Durham Board of Selectmen**

Minutes of Meeting ~ May 27<sup>th</sup>, 2009

### **Town Hall**

**Members present:** Ronald Gehl, David Bickford, Theresa Jarvis

**Also present:** Town Administrator (TA) April Whittaker, Road Agent (RA) Mark Fuller, Police Chief Shawn Bernier (PC) , Cathy Orlowicz, Baysider Staff Writer Brenden Berube, and Gigi Giambanco.

**1. Call to Order** – Chairperson Ron Gehl called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**2. Citizen's Forum** – Chair Gehl invited any public comment; there being none, Mr. Gehl closed the Citizen's Forum section of the meeting.

Chair Gehl advised that he would like to take the agenda out of order in order to provide for discussion to focus initially for the review of the Board of Selectmen's Work Plan and future goals, and then to take up the street name change proposals. At this point he did note, however, that the board expressed a preference to take up a personnel matter per the request of Chief Bernier, which would require a non-public session. Chief Bernier asked the board to cite RSA 91A : 3 II (a) (dismissal, promotion, or setting compensation for public employees) for the reason to enter into non-public session.

**Motion Jarvis, second Bickford to enter into non-public session under the terms and conditions of RSA 91A: 3 II (a) at 7:05 PM, vote 3 – 0.**

**Roll Call:** Gehl ~ yes, Bickford ~ yes, and Jarvis ~ yes.

The Board returned to regular session at 7:15 PM. No decisions were made in non-public session.

**Motion Jarvis, second Bickford to seal the non-public minutes of May 27<sup>th</sup>, 2009, vote 3 – 0.**

### **3. New Business ~ Work Plan and Goals Discussion**

The Board reviewed the attached Work Plan document per the layout; the Chair apprising those present of the content as the board worked through the listing. Mrs. Orlowicz as Chair of the Planning Board assisted the Board with the current workloads and disposition thereof of the Planning Board's Work Plan and Goals. During the course of review of the draft Work Plan, the Board asked for the following items to be added:~

- **Under Administration:** Develop Board policy with Employee Evaluations: Mrs. Jarvis requested clarification as to the present practice. Mrs. Whittaker advised

that the Board needs to come up with a directive as to how they would wish or not wish the Town Administrator's input with respect to department head reviews. Currently she advised she was only responsible for evaluating staff in her department. Chair Gehl advised that upon taking up his Selectmen's role, he felt that it had been a haphazard practice with no clear delineations with respect to Department Head review. Mrs. Whittaker opined that this is why she had essentially come up with a work plan and goals written format so that she would have something to aspire to for the Board's working references to her. All concurred that this policy matter would need further discussion.

- ❑ **Under Administration:** Web Site Update Process: Brief discussion ensued re the problems of having many hands at Town Hall involved in the update process, and of the time consumption involved. Also Mrs. Whittaker apprised the board that working on the web site was, again, one of those technology processes that unless you are involved in it on a day to day basis, it is very easy to lose knowledge as to the process. She now fully understood why many entities have "Web Masters."
- ❑ **Under Administration:** Formulate planning with respect to backup procedures for payroll, accounts payable, accounts receivable, and tax collection.
- ❑ **Under General Government Buildings:** Compose Staff Committee re Facilities Maintenance with a goal of assessing the maintenance needs of all town facilities and preparing a work sheet/spread sheet similar to the layout of the Capital Improvement Program re recommendations.
- ❑ **Under Assessing:** Begin review processes for the setting up of a Stewardship/Silviculture plan for all town land; work with conservation commission and professional forester. Seek out pricing.
- ❑ **Under Planning:** Add to preparation of a Class VI Road Policy a section regarding the incorporation of a Gates and Bars Policy.

Mrs. Orlowicz sought guidance for the Planners with respect to the Planning Board's early initiatives and discussions to seek donations from developers to be placed towards the creation of parkland and maintenance thereof. The Board was fully supportive of the concept of the creation of an Expendable Trust for the 2010 budget cycle.

- ❑ **Under Fire Department :** Seek out funding potential by developers in the planning stages to provide for the maintenance of any cistern or dry hydrant requirements during the course of the development review process which could be held in trust by the town for future maintenance.

The Board spoke with Mark Fuller, Road Agent, regarding the road maintenance planning. Mr. Fuller advised that he hoped to have a Five Year Work Plan before the board very shortly. He advised that both he and Mrs. Orlowicz were working through

some of the software problems, but even if he had to use basic pen and paper, he would have a plan very shortly. A short conversation ensued regarding some of the Transfer Station initiatives. The Board was very supportive for more informational signs, and also a bulletin board with respect to tonnage diversion and dollars saved through recycling efforts. Mr. Fuller further advised that he would be working with TA Whittaker and Mrs. Orlowicz to compose information for the web site with regards to the savings that tax payers can make by recycling, and why there are fees connected to disposal.

Chair Gehl requested to know if the Solid Waste loader had been put back together and running. RA Fuller advised that it was still not completed. The board concurred that they would like an explanation from Equipment Mechanic Valladares as soon as possible.

Mrs. Jarvis noted that Emergency Management was not listed on the sheet. Mrs. Whittaker advised that she only created a work plan for those areas that she is responsible for ; the EM Director being an appointed position under the direction of the Board.

Chair Gehl read through the goals, namely:~

- ❑ Set up a joint meeting with the all boards and commissions. Mrs. Jarvis commented that she liked the roundtable meeting that she attended which TA Whittaker had arranged in her first year on the job.
- ❑ Code Enforcement: Bring the building permit in line with the zoning ordinance by formulating a checklist for compliance issues.
- ❑ Review of Energy Usage in town facilities: Chair Gehl referred in humor to the aspect of being considered a “nag” by the departments with respect to energy conservation initiatives. On a serious note, he would like to take the lead on this goal, and asked fellow board members to provide him time to seek out a few qualified residents who may be able to help the board in looking at energy saving initiatives on both a short-term, and long-term basis. While he recognized that energy saving initiatives on a large scale would be costly, he felt strongly that some reasonable economic provisions could be initiated in the short term, which would have an impact on energy costs. Fellow board members supported the premise.

#### **4. Old Business ~ Proposed Street Name Changes**

Chair Gehl opened the topic by stating that the Board had agreed early in the year to enjoin with the State Bureau of Emergency Communications to map residences and roads in town in a GIS format, and what remained for the board was to agree or not agree to the recommendation of the Bureau to change certain like sounding road names in existence in New Durham. Chair Gehl thanked Mr. Bickford for directing the board

to the additional materials on the web with respect to road name changes and this had been an aid in clarifying the rationale for changing.

The Board agreed to support the premise of road name changes and agreed to go through the list of recommendations and provide action comments.

**NENA Standard Compliance Issues**

<b>Recommendations Bureau of Emer. Communications</b>	<b>Board Action</b>
Cedergren Rd. West ~ Road is shown as part of the road name in lieu of the suffix. Please confirm if RD should be the suffix with W as a post directional suffix	Refer to next recommendation
Cedergren Rd & Cedergren Rd West ~ Duplicate	Place Cedergren Rd. West on list of street names to be changed ~ letter to property owners
Drew Circle/Drew Road ~ Duplicate	Place Drew Circle on list of street names to be changed
Meaders Point Road ~ No apostrophe	Take out Apostrophe and inform residents by letter that the road name is now Meaders Point Road.
Old Rte 11 & Rte 11 ~ Duplicate	Place Old Rte 11 on list of street names to be changed ~ letter to property owners
Owl's Head ~ No apostrophe	Take out Apostrophe and inform residents by letter that the road name is now Owls Head
Pine Grove Development ~ Missing suffix	Take our "development" and change to "Road" ~ Inform residents by letter of change to Pine Grove Road.
Smitty's Way ~ No apostrophe	Take out Apostrophe and inform residents by letter that the road name is now Smittys Way
St. Moritz Drive ~ Saint should be spelled out	Inform by letter of the change to spell out Saint from the abbreviated St.
Ridge Road / Ridge Road Top ~ Duplicate	Place both Ridge Road and Ridge Road top on list of street names to be changed ~ letter to property owners
Shore Drive/South Shore Road/North Shore Road ~ Duplicate road name	Place Shore Drive on list of street names to be changed ~ letter to property owners. See discussion listed under North Shore Road and South Shore Road for board action and deliberation
<b>Other Changes requested by Staff</b>	
Entrance road to Nipmuck Road	RA Fuller asked the board to name the entrance road into Nipmuck Road

	suggesting Squam Road as a possible name. The board will take up the matter in the public hearing venue as to road name consideration.
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**North Shore Road and South Shore Road Discussion**

Chair Gehl opined to fellow board members that he felt that the following provision under the Street Naming guide sheet (Copy attached) would be applicable to sustaining the current street names despite the implication of duplicity:~

*All words within the main body of a street name should be spelled out completely and not abbreviated. This includes valid street suffixes and cardinal directions, which are part of the main body of the name, rather than modifiers of the street name. Examples of street names which meet this criteria include WEST ALTON MARINA ROAD (west in this street name refers to the locality of WEST ALTON, rather than the western section of ALTON MARINA ROAD), FIRE lane 24 (LANE is not a designator in this situation), KEARSARGE MTN ROAD (Mountain should be spelled out).*

Chair Gehl stated that the “North and South” designation of Shore Road refers to the “locality” –versus- a “street name directional”, and therefore is supportive of the premise as indicated above in the street naming guide.

While Selectman Jarvis agreed with Chair Gehl’s conclusion, she queried if the fine line of understanding the differences between locality –v- directional would be understood by those folks whose road names were being changed while others are not.

All agreed that this would need to be explained carefully, but Chair Gehl felt the locality explanation was sustainable, and supportable.

The board again reviewed their recommended actions and confirmed support of the same. TA Whittaker will collate draft letters for the Board’s review and will discuss public hearings at the next business meeting.

**5. Approval of Minutes**

The Board reviewed the Minutes of May 18<sup>th</sup>, 2009 and made the following amendments:~

Page 2 ~ 1<sup>st</sup> paragraph under “Department Reports” 5<sup>th</sup> sentence down, change “Nipmuck Trail” to “Squamagonek Estates.”

Page 3 ~ Last sentence on page change from “May 37, 2009” to “May 27, 2009.”

**Motion Jarvis, second Bickford to approve the Minutes of May 18<sup>th</sup>, 2009 as amended, vote 3 – 0.**

The Board reviewed the Non public minutes of May 18<sup>th</sup>, 2009/

**Motion Jarvis, second Bickford to approve as written, vote 3 – 0.**

Mr. Bickford requested a vote to unseal the Non-public minutes of May 4<sup>th</sup>, 2009. Chair Gehl advised that his opinion to maintain the sealing was unchanged especially in view of Paul Sanderson's advises as legal representative from the Local Government Center. Selectman Bickford advised that he did not concur with the interpretation of Mr. Sanderson or Mr. Gehl. Selectman Jarvis felt that because an individual's name was involved in the May 4 minutes, she was inclined to maintain the sealing.

Chair Gehl called for a motion to unseal to clarify the matter.

**Motion Bickford to unseal the non-public minutes of May 4<sup>th</sup>, 2009, second Jarvis for the purposes of discussion.**

Selectman Jarvis referred Selectman Bickford to, the Non-public unsealed minutes of May 11<sup>th</sup>, 2009, which she felt, justified the action taken on May 4, 2009, and provided the justification that Selectman Bickford was trying to have clarified. Selectman Bickford still opined that he felt no reason to keep the May 4 non-public minutes sealed. Selectman Jarvis again pointed out that he should read the May 11<sup>th</sup> minutes and she felt that there could be liability for the disclosing the individual's name. Chair Gehl interceded and said the matter can be debatable forever, and called for the vote on the motion on the table.

**Vote : Gehl ~ no, Bickford ~ yes, and Jarvis ~ no; motion fails 2 – 1.**

**6. Any Other Business**

TA Whittaker asked for the board to read and signature a letter of support for the Gas Tax proposal, -v- Governor supported toll raises, and increased registration fees for vehicles, and boats, as passed by the House to be included in the State budget to be sent to Executive Councilor Shea. The board read the same and signed the letter expressing their support of the gas tax in light of the benefit to municipalities.

Mrs. Whittaker asked the board to sign the appointment forms for Scott Drummey as the Planning Board's Capital Improvement Committee Representative, and for Jess Evans per Cathy Orlowicz's recommendation for the Boodey House Committee.

**Motion Jarvis, second Bickford, to appoint Scott Drummey and Jess Evans to the aforementioned committees, vote 3 – 0.** The board signed the appointment forms

**7. Adjournment**

**Motion Bickford, second Jarvis to adjourn, vote 3 – 0.**

The meeting adjourned at 10:40 PM.

*Respectfully submitted*  
*April Whittaker, Recorder.*

